



## VITA Guidance on using Virginia Interactive Services

### Guidance on using the services of Virginia Interactive through VITA

Public bodies must purchase Virginia Interactive (VI) services through VITA as VITA is the authorized user of the contract. Due to VITA's arrangement with VI, no administrative markup will be applied.

The process for contracting with VI is as follows:

- VI markets its services to public bodies and develops a proposal/Network Services Agreement to document the services and costs for the specific work to be accomplished.
- If the public body approves the proposed work, VI forwards the signed agreement and any supporting documents to VITA's Enterprise Applications Division (EAD) for review.
- EAD reviews the proposed agreement and supporting documents and approves or rejects it.
- EAD notifies VI via email of approval or rejection.
- If the agreement is rejected, VI forwards the notification email to the customer.
- If the agreement is approved:
  - EAD forwards a copy of the approved agreement to VI.
  - EAD emails a copy of the approved agreement to the VITA CFO
  - VI forwards the approval notification email and the signed agreement to the public body and may begin work per agreed upon schedule.
  - The public body initiates an eVA requisition which is to be completed as follows:
    - **Vendor:** Virginia Information Technologies Agency
    - **Vendor Contact:** VITA
    - **Commodity Code:** 91596 - Web Page Design and/or Management Services
    - **Quantity and price:** in accordance with the VI agreement
    - **Contract number:** VA-051214-VIPN
    - **Bill-to address:** Agency, Institution or Locality placing order
    - **PO Category:** VR1
    - Attach approved services agreement to requisition
- VITA issues a subsequent PO to VI for the agreement amount.
- VI invoices VITA per the fee and payment schedule in the agreement; VITA invoices customer the invoiced amount. Once the application is in production, VI will invoice the customer directly for on-going operational costs such as self funded projects, enterprise services, premium subscriber services, hosting, monthly billing and pass through agreements if applicable.

For VITA VI Services and eVA related questions please contact:

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